

**SALISH & KOOTENAI
HOUSING AUTHORITY**

HEAD OF HOUSEHOLD CHANGE POLICY

This Head of Household policy was adopted by the Salish and Kootenai Housing Authority Board of Commissioners on the 5th day of April, 2022.

HEAD OF HOUSEHOLD CHANGE POLICY

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SECTION 1: POLICY STATEMENT AND PURPOSE

The Board of Commissioners (Board) of the Salish and Kootenai Housing Authority (Housing Authority) has set forth this policy to maintain fairness and equality for households requesting a new Head of Household (HOH). This policy notifies tenants of their eligibility and responsibilities for any HOH change requests. This policy applies to all Housing Authority tenants and units.

SECTION 2: HEAD OF HOUSEHOLD CHANGE APPROVAL

- 2.1 Approval Authority:** A request for a Head of Household Change must meet the requirements set forth in this policy to be approved by the Executive Director.

SECTION 3: CHANGE IN FAMILY COMPOSITION

- 3.1 Household Situations:** When a change in family composition occurs, the unit possession will be as follows:
- A. If there are no children in the household the unit will remain with the tribal member.
 - B. In the case of two tribal members, that have no children included in the household, the unit will stay with the tribal member identified as the head of household or a mutual agreement between the two tribal members will prevail.
 - C. In case of two tribal members, and children are included in the household, the unit will remain with the parent who has custody and/or control of the children.
 - D. In the case of two tribal members, and the children are split between the parents, the tribal member parent who is listed as head of household will retain the unit or a mutual agreement between the two tribal members will prevail.
 - E. In the event the head of household (tribal member) passes away or leaves the unit for any reason and the remaining adult(s) in the household are non-tribal member but there are tribal member children, the head of household will transfer to the non-tribal member until the last child reaches the age of 18.
 - F. In the event the head of household (tribal member) passes away or leaves the unit for any reason and the remaining adult(s) and children in the household are non-tribal member(s) of CS&KT and are not 62 years of age, the household will be required to vacate the unit.

- G. In the event the head of household (tribal member) passes away (event) and the remaining spouse or significant other or person related to the head of household by operation of law (member or non-member) will be allowed to become the head of household if he/she is 62 years of age or older. He/she will be required to pay his/her own security deposit the day he/she signs the lease with the Housing Authority. If the person that the unit or lease lot is transferred to is a non-member that person must provide a written statement of who they want their security deposit refunded to (if applicable).

SECTION 4: ELIGIBILITY REQUIREMENTS

4.1 Proposed Head of Household Requirements:

- A. Be listed on the household composition of the unit in question for 365 consecutive days prior to the date of requested change.
- B. Be 18 years of age or older or legally emancipated by a court of law at the time of request.
- C. Bring in a copy of signed contract(s) from all utility providers showing account(s) are in his/her name (if applicable).
- D. Complete a household composition form. An initial certification will be done effective the date all required information is submitted and forms signed.
- E. Enter into a new lease in his/her name.
- F. Sign the Acceptance of Head of Household Change form, accepting unit as is.
- G. Assume responsibility to pay all delinquent rent or lot fees and utility bills (if applicable) that are associated with the unit or lease lot, that are outstanding from current head of household.
- H. Pay his/her own security deposit if the former head of household is not willing to sign his/her security deposit over to the purposed head of household.
- I. Sign the Salish and Kootenai Housing Authority domestic violence lease rider if change is due to domestic abuse.

SECTION 5: CURRENT HEAD OF HOUSEHOLD

5.1 Responsibilities:

- A. Be responsible for the unit until all of the new proposed head of household changes have been completed.
- B. Sign a relinquishment of unit form the day the new head of household change is effective.

SECTION 6: TRANSFER OF HEAD OF HOUSEHOLD

6.1 New Head of Household Lease Execution

- A. All necessary paperwork must be completed within one (1) week of notification (either by mail or verbally) of the reassignment to the new head of household. If the necessary paperwork is not completed within one (1) week of notification, the transfer of head of household transaction will become null and void and all members of the remaining household will be required to vacate the unit within 30 days.
- B. If the head of household change is the result of a death, the time frame will be decided on a case by case basis not to exceed 60 days.